



# ecology and environment, inc.

223 WEST JACKSON BLVD., CHICAGO, ILLINOIS 60606, TEL. 312-663-9415

International Specialists in the Environmental Sciences

US EPA RECORDS CENTER REGION 5



487345

DATE:

08/04/83

TO:

TORRE STOLE

FROM:

Joseph F. Petrilli, Regional Project Manager

SUBJECT: Performance Event Report for TDD

RS-8212-1A  
-2A  
-3A

RS-8212-4A  
-5A  
-6A

Please complete the attached PER form for the subject TDD and submit it to Thomas Yeates (FIT-RPO) by 08/18/83.

For instructions on completing the PER, refer to R/FPM-3 dated December 9, 1982.

The transmittal slip below has been provided for your convenience.

---

## UNITED STATES ENVIRONMENTAL PROTECTION AGENCY REGION V

DATE:

    /    /    

SUBJECT:

PER for TDD                     

FROM:

                                    

TO:

Thomas Yeates, FIT-RPO

The completed Performance Event Report (PER) for the subject TDD is attached to this memorandum.

**AWARD FEE PERFORMANCE EVENT REPORT**  
**PART I: EVENT DESCRIPTION AND OVERALL EVALUATION**

CONTRACT NO. <b>68-01-6694</b>		CONTRACTOR <b>ECOLOGY AND ENVIRONMENT</b>		TOD OR WA NO. <b>RS-8212-40</b> <b>RS-8212-1A</b> <b>-3A</b> <b>-3A</b>	
REPORTING ELEMENT <b>TORRE STOLE</b>		CONTRACTOR EVAL REPORT FILED. <input type="checkbox"/> YES <input type="checkbox"/> NO		DATES OF REPORTED EVENT FROM: <b>7-28-83</b> TO: <b>8-04-83</b>	
PERFORMANCE EVALUATION CATEGORY <b>PRELIMINARY ASSESSMENTS</b>				NO. OF HOURS	
				TOTAL COST	
CONTRACTOR CONTACT <b>RENE VAN SOMEREN</b>		PHONE NO. <b>663-9415</b>		PERFORMANCE MONITOR <b>TORRE STOLE</b>	
				PHONE NO. <b>886-0393</b>	
DESCRIPTION OF PERFORMANCE EVENT <b>COMPLETE PRELIMINARY ASSESSMENTS FOR SITES LOCATED IN ILLINOIS, INDIANA, MICHIGAN, MINNESOTA, OHIO AND WISCONSIN.</b>					

OVERALL PERFORMANCE EVALUATION  <b>5 PRELIMINARY ASSESSMENT</b>		PROJECT PLANNING	_____
		TECHNICAL COMPETENCE & INNOVATION	_____
		SCHEDULE & COST CONTROL	_____
		REPORTING	_____
		RESOURCE UTILIZATION	_____
		EFFORT	_____
		* INDIVIDUAL RATINGS FROM PART II (E.G., 5-1)	

DATE	FIT- OR REM RPO SIGNATURE	OVERALL RATING
HQ FIT- OR REM-DPO'S ASSESSMENT & CERTIFICATION		
DATE	HQ FIT- OR REM-DPO SIGNATURE	RATING

۱۹

223 WEST JACKSON BLVD., CHICAGO, ILLINOIS 60606, TEL. 312-663-9415

DATE:

8 / 10 / 83

TO:

TORRE STOLE

FROM:

Joseph F. Petrilli, Regional Project Manager

SUBJECT:

# Performance Event Report for TDD

RS- 8212-01A

RS- 8212-04A

R5 - 8212-02A

AS - 8212-05A

Rev-22 2.03A

Ref: 8212-06A

The transmittal slip below has been provided for your convenience.

DATE:      /      /     

SUBJECT: PER for TDD

FROM: \_\_\_\_\_

The completed Performance Event Report(PER) for the subject TDD is attached to this memorandum.

**AWARD FEE PERFORMANCE EVENT REPORT**  
**PART I: EVENT DESCRIPTION AND OVERALL EVALUATION**

CONTRACT NO. <b>68-01-6692</b>		CONTRACTOR <b>ECOLOGY AND ENVIRONMENT</b>		TDD OR WA NO. <b>RS-8212-1A, 2A, 3A, 4A</b> <b>5A, 6A</b>	
REPORTING ELEMENT <b>TORC STOLE</b>		CONTRACTOR EVAL REPORT FILED. <input type="checkbox"/> YES <input type="checkbox"/> NO		DATES OF REPORTED EVENT FROM: <b>12-1-82</b> TO: <b>8-1-83</b>	
PERFORMANCE EVALUATION CATEGORY <b>PRELIMINARY ASSESSMENTS</b>				NO. OF HOURS <b>9504</b>	
CONTRACTOR CONTACT <b>JERRY OSKVARCK/R.VAN SOMEREN</b>		PHONE NO. <b>663-8445</b>		PERFORMANCE MONITOR <b>TORC STOLE</b>	
DESCRIPTION OF PERFORMANCE EVENT <b>COMPLETE 513 PA'S. (ILL 121 sites, IND 105 sites, Michigan 172 sites, MINNESOTA 30 sites, OHIO - 100 sites Wisconsin 35 sites.</b>					
OVERALL PERFORMANCE EVALUATION				PROJECT PLANNING <b>•</b>	
				TECHNICAL COMPETENCE & INNOVATION	
				SCHEDULE & COST CONTROL	
				REPORTING	
				RESOURCE UTILIZATION	
				EFFORT	
* INDIVIDUAL RATINGS FROM PART II (E.G., 5-1)					
DATE		FIT- OR REM RPD SIGNATURE		OVERALL RATING	
HQ FIT- OR REM-DPO'S ASSESSMENT & CERTIFICATION					
DATE		HQ FIT- OR REM-DPO SIGNATURE		RATING	

MT-PA-03

AWARD FEE PERFORMANCE EVENT REPORT PART I: EVENT DESCRIPTION AND OVERALL EVALUATION														
CONTRACT NO. 68-01-6692	CONTRACTOR Ecology and Environment, Inc. Region V FIT	DD OR WA NO. R5-8212-1A thru R5-8212-5A												
REPORTING ELEMENT Regional Project Manager	DATES OF REPORTED EVENT FROM: 1/24/83 TO: 5/2/83													
PERFORMANCE EVALUATION CATEGORY Preliminary Assessments	NO. OF HOURS 4789	TOTAL COST -												
CONTRACTOR CONTACT Rene Van Someren	PHONE NO. 312/663-9415	PERFORMANCE MONITOR Joe Petrilli (RPM)												
PHONE NO. 312/663-9415														
DESCRIPTION OF PERFORMANCE EVENT Complete preliminary assessments, identify data gaps and determine the need for site investigation for the sites listed in:  Illinois - R5-8212-1A Indiana - R5-8212-2A Michigan - R5-8212-3A Minnesota - R5-8212-4A Ohio - R5-8212-5A														
OVERALL PERFORMANCE EVALUATION  From the period of January 21, 1983 to May 2, 1983 FIT continues to excell in the completion of Preliminary Assessments. During this time 292 preliminary assessments were done in 4789 hours for an average of 16.4 hours per site. This is well within the budgeted 25 hours/site, and is excellent when you realize field work must now be done since file data is not readily available in the Region V office. For the entire project, as of May 2, 1983, 343 preliminary assessments have been completed (at an overall average of 15 hours per site).  Some of the reasons for our success include:  -Made Preliminary Assessments our <u>number one</u> priority.  -Trained the entire FIT team in completing preliminary assessments, therefore everyone (not only the Preliminary		<table><tr><td>PROJECT PLANNING</td><td>5</td></tr><tr><td>TECHNICAL COMPETENCE &amp; INNOVATION</td><td>4</td></tr><tr><td>SCHEDULE &amp; COST CONTROL</td><td>5</td></tr><tr><td>REPORTING</td><td>4</td></tr><tr><td>RESOURCE UTILIZATION</td><td>5</td></tr><tr><td>EFFORT</td><td>5</td></tr></table> <p>* INDIVIDUAL RATINGS FROM PART II (E.G., 5-1)</p>	PROJECT PLANNING	5	TECHNICAL COMPETENCE & INNOVATION	4	SCHEDULE & COST CONTROL	5	REPORTING	4	RESOURCE UTILIZATION	5	EFFORT	5
PROJECT PLANNING	5													
TECHNICAL COMPETENCE & INNOVATION	4													
SCHEDULE & COST CONTROL	5													
REPORTING	4													
RESOURCE UTILIZATION	5													
EFFORT	5													
DATE 5/11/83	SELF EVALUATOR Joseph F. Petrilli	OVERALL RATING 5												
HQ FIT OR REM-DPO'S ASSESSMENT & CERTIFICATION														
DATE	HQ FIT OR REM-DPO SIGNATURE	RATING												

Assessment Group -(PAG)) can be utilized.

- Use of the entire FIT staff minimizes "PAG burn-out".
- Assignment of individual State coordinators.
- Develop and maintain a rapport and coordination with the States.
- Implementation of a unique Quality Assurance/Quality Control feature.
- Pushed Environmental Protection Agency (EPA) into providing us with a steady stream of sites.
- Constantly evaluating, streamlining and improving preliminary assessment process.

Therefore we have been responsive in not only meeting, but exceeding our goals; and averaging only 15 hours per preliminary assessment.

The following table shows the number of preliminary assessments done, hours required, and the preliminary assessment per hour ratio for each State.

<u>STATE</u>	<u>PRELIMINARY ASSESSMENTS</u>	<u>HOURS</u>	<u>PRELIMINARY ASSESSMENT/HOUR</u>
IL	73	784	10.7
IN	62	1232	19.9
MI	91	1776	19.5
MN	30	461	15.3
OH	87	936	9.6
TOTAL	343	5189	15.1

**AWARD FEE PERFORMANCE EVENT REPORT  
PART II. EVALUATION CRITERIA SCORE SHEET**

CONTRACT NO. <b>68-01-6692</b>	CONTRACTOR <i>Ecology and Environment, Inc.</i> <i>Region V FIT</i>	TDD OR WA NO. <i>RS-8212-1A thru</i> <i>RS-8212-5A</i>																					
REPORTING ELEMENT <i>Regional Project Manager</i>		DATES OF REPORTED EVENT FROM: <i>1/24/83</i> TO: <i>5/2/83</i>																					
PERFORMANCE EVALUATION CATEGORY <i>Preliminary Assessments</i>		NO. OF HOURS <i>4789</i>																					
CONTRACTOR CONTRACT <i>Rene Van Someren (312) 663-9415</i>		PERFORMANCE MONITOR <i>Joe Petrilli (RPM) (312) 663-9415</i>																					
<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:35%;">PERFORMANCE CRITERIA</th> <th style="width:10%;">RATING</th> <th style="width:55%;">SUPPORTING COMMENTS</th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;"> <u>PROJECT PLANNING</u>            - ORGANIZING (E.G., WORK PLAN DEVELOPMENT, DATA REVIEW)            - SCHEDULING            - BUDGETING         </td> <td style="vertical-align: top; text-align: center;"> <u>X</u> 5            _____ 4            _____ 3            _____ 2            _____ 1         </td> <td style="vertical-align: top;"> <i>I feel our organization is the key to the success we've had. We're <u>ahead</u> of schedule and <u>under</u> budget.</i> </td> </tr> <tr> <td style="vertical-align: top;"> <u>TECHNICAL COMPETENCE &amp; INNOVATION</u>            - EFFECTIVENESS OF ANALYSES            - MEET PLAN GOALS            - SUPPORT COE, STATE, ENFORC.            - ADHERE TO REGS. &amp; PROCEDURES            - APPROACH CREATIVITY/INGENUITY            - EXPERT TESTIMONY         </td> <td style="vertical-align: top; text-align: center;">           _____ 5  <u>X</u> 4            _____ 3            _____ 2            _____ 1         </td> <td style="vertical-align: top;"> <i>Developed our own approach, which is evaluated constantly in an effort to streamline and improve the P.A. process. Supporting a key Federal and State program.</i> </td> </tr> <tr> <td style="vertical-align: top;"> <u>SCHEDULE &amp; COST CONTROL</u>            - BUDGET (HOURS &amp; COST) MAINTENANCE            - PRIORITY/SCHEDULE ADJUSTMENTS            - COST MINIMIZATION         </td> <td style="vertical-align: top; text-align: center;"> <u>X</u> 5            _____ 4            _____ 3            _____ 2            _____ 1         </td> <td style="vertical-align: top;"> <i>343 preliminary assessments completed.... 5189 hours... for an average of 15.1 hrs/pa. <u>Way</u> under budget!</i> </td> </tr> <tr> <td style="vertical-align: top;"> <u>REPORTING</u>            - TIMELINESS OF DELIVERABLES            - CLARITY            - THOROUGHNESS         </td> <td style="vertical-align: top; text-align: center;">           _____ 5  <u>X</u> 4            _____ 3            _____ 2            _____ 1         </td> <td style="vertical-align: top;"> <i>Ahead of schedule.</i> </td> </tr> <tr> <td style="vertical-align: top;"> <u>RESOURCE UTILIZATION</u>            - STAFFING            - SUBCONTRACTING            - EQUIPMENT, TRAVEL, ETC.         </td> <td style="vertical-align: top; text-align: center;"> <u>X</u> 5            _____ 4            _____ 3            _____ 2            _____ 1         </td> <td style="vertical-align: top;"> <i>We have utilized the entire FIT staff, to meet the EPA goals. Yet, we have been able to satisfy the needs of all other clients.</i> </td> </tr> <tr> <td style="vertical-align: top;"> <u>EFFORT</u>            - RESPONSIVENESS            - MOBILIZATION            - DAY-TO-DAY            - SPECIAL SITUATIONS (E.G., ADVERSE/ DANGEROUS CONDITIONS)         </td> <td style="vertical-align: top; text-align: center;"> <u>X</u> 5            _____ 4            _____ 3            _____ 2            _____ 1         </td> <td style="vertical-align: top;"> <i>I feel we've been extremely responsive as the "numbers" verify.  JUST A SUPER EFFORT!</i> </td> </tr> </tbody> </table>			PERFORMANCE CRITERIA	RATING	SUPPORTING COMMENTS	<u>PROJECT PLANNING</u> - ORGANIZING (E.G., WORK PLAN DEVELOPMENT, DATA REVIEW) - SCHEDULING - BUDGETING	<u>X</u> 5 _____ 4 _____ 3 _____ 2 _____ 1	<i>I feel our organization is the key to the success we've had. We're <u>ahead</u> of schedule and <u>under</u> budget.</i>	<u>TECHNICAL COMPETENCE &amp; INNOVATION</u> - EFFECTIVENESS OF ANALYSES - MEET PLAN GOALS - SUPPORT COE, STATE, ENFORC. - ADHERE TO REGS. & PROCEDURES - APPROACH CREATIVITY/INGENUITY - EXPERT TESTIMONY	_____ 5 <u>X</u> 4 _____ 3 _____ 2 _____ 1	<i>Developed our own approach, which is evaluated constantly in an effort to streamline and improve the P.A. process. Supporting a key Federal and State program.</i>	<u>SCHEDULE &amp; COST CONTROL</u> - BUDGET (HOURS & COST) MAINTENANCE - PRIORITY/SCHEDULE ADJUSTMENTS - COST MINIMIZATION	<u>X</u> 5 _____ 4 _____ 3 _____ 2 _____ 1	<i>343 preliminary assessments completed.... 5189 hours... for an average of 15.1 hrs/pa. <u>Way</u> under budget!</i>	<u>REPORTING</u> - TIMELINESS OF DELIVERABLES - CLARITY - THOROUGHNESS	_____ 5 <u>X</u> 4 _____ 3 _____ 2 _____ 1	<i>Ahead of schedule.</i>	<u>RESOURCE UTILIZATION</u> - STAFFING - SUBCONTRACTING - EQUIPMENT, TRAVEL, ETC.	<u>X</u> 5 _____ 4 _____ 3 _____ 2 _____ 1	<i>We have utilized the entire FIT staff, to meet the EPA goals. Yet, we have been able to satisfy the needs of all other clients.</i>	<u>EFFORT</u> - RESPONSIVENESS - MOBILIZATION - DAY-TO-DAY - SPECIAL SITUATIONS (E.G., ADVERSE/ DANGEROUS CONDITIONS)	<u>X</u> 5 _____ 4 _____ 3 _____ 2 _____ 1	<i>I feel we've been extremely responsive as the "numbers" verify.  JUST A SUPER EFFORT!</i>
PERFORMANCE CRITERIA	RATING	SUPPORTING COMMENTS																					
<u>PROJECT PLANNING</u> - ORGANIZING (E.G., WORK PLAN DEVELOPMENT, DATA REVIEW) - SCHEDULING - BUDGETING	<u>X</u> 5 _____ 4 _____ 3 _____ 2 _____ 1	<i>I feel our organization is the key to the success we've had. We're <u>ahead</u> of schedule and <u>under</u> budget.</i>																					
<u>TECHNICAL COMPETENCE &amp; INNOVATION</u> - EFFECTIVENESS OF ANALYSES - MEET PLAN GOALS - SUPPORT COE, STATE, ENFORC. - ADHERE TO REGS. & PROCEDURES - APPROACH CREATIVITY/INGENUITY - EXPERT TESTIMONY	_____ 5 <u>X</u> 4 _____ 3 _____ 2 _____ 1	<i>Developed our own approach, which is evaluated constantly in an effort to streamline and improve the P.A. process. Supporting a key Federal and State program.</i>																					
<u>SCHEDULE &amp; COST CONTROL</u> - BUDGET (HOURS & COST) MAINTENANCE - PRIORITY/SCHEDULE ADJUSTMENTS - COST MINIMIZATION	<u>X</u> 5 _____ 4 _____ 3 _____ 2 _____ 1	<i>343 preliminary assessments completed.... 5189 hours... for an average of 15.1 hrs/pa. <u>Way</u> under budget!</i>																					
<u>REPORTING</u> - TIMELINESS OF DELIVERABLES - CLARITY - THOROUGHNESS	_____ 5 <u>X</u> 4 _____ 3 _____ 2 _____ 1	<i>Ahead of schedule.</i>																					
<u>RESOURCE UTILIZATION</u> - STAFFING - SUBCONTRACTING - EQUIPMENT, TRAVEL, ETC.	<u>X</u> 5 _____ 4 _____ 3 _____ 2 _____ 1	<i>We have utilized the entire FIT staff, to meet the EPA goals. Yet, we have been able to satisfy the needs of all other clients.</i>																					
<u>EFFORT</u> - RESPONSIVENESS - MOBILIZATION - DAY-TO-DAY - SPECIAL SITUATIONS (E.G., ADVERSE/ DANGEROUS CONDITIONS)	<u>X</u> 5 _____ 4 _____ 3 _____ 2 _____ 1	<i>I feel we've been extremely responsive as the "numbers" verify.  JUST A SUPER EFFORT!</i>																					